



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

STAFF SERVICES ANALYST (SSA)/ASSOCIATE BUDGET ANALYST (ABA)
FINANCIAL BUSINESS OPERATIONS SECTION

PERMANENT/FULL-TIME

SSA - \$2,632.00 - \$4,155.00

ABA - \$4,111.00 - \$4,997.00

POSITION SUMMARY:

Under the direction of the Staff Services Manager II of the Financial and Business Operations Section (FBOS), this position serves as a skilled staff member that has the day-to-day responsibility for planning, establishing, organizing and tracking the department's financial status.

ESSENTIAL FUNCTIONS INCLUDE:

Budget Development (Expenditures and Revenues):

- Performs the technical work in the development of the Board's budget galley and all appropriate supplemental schedules.
- Prepares and coordinates the position reconciliation and Salaries and Wages Detail (7A) galley processes.
- Reviews and analyzes the transactions required to complete the Supplementary Schedule of Appropriations (Schedule 10s) and the Supplementary Schedule of Revenues and Transfers (Schedule 10Rs).
- Prepares, evaluates, and assists with preparing Budget Change Proposals (BCPs) and Finance Letters.
- Coordinates and works with Legislative staff, Control Agencies, Accounting, and Personnel during the budget development and spring processes.
- Prepares complex calculations and justifications for the Board's various drills.
- Development of the Board's Out-of-State Travel blanket.

Budget Monitoring and Maintenance:

- Prepares the monthly expenditure reports including projections by fund source.
- Monitors expenditures and revenues on a monthly basis; identifies any potential deficiencies.
- Prepares cash flow reports and identifies any cash flow problems.
- Prepares any necessary budget revisions.
- Updates division funding and staffing levels to reflect changing priorities.
- Prepares and updates the position control report.
- Reviews and approves purchase requests up to the amount delegated.
- Reviews and approves Human Resources documents relative to employee movement and/or compensation.
- Prepares, presents, and assists in the preparation of special reports/projects or budget drills to Executive, Agency, Department Of Finance, and the Legislature.
- Participates and provides budget development training.

Provides consultative services on budget information, instructions and assistance to departmental management. Function as the department's primary source of fiscal information. On an as-needed basis, report on and/or provide specific financial data to Executive Staff and coordinates exchange of information with the Federal Government required to procure/protect the department's annual multi-million dollar Federal Grant appropriation.

WHO MAY APPLY:

Current SSAs or ABAs or individuals eligible for appointment by transfer, list appointment, or reinstatement to these classifications. In addition to the applications, candidates must submit a current resume and cover letter explaining their eligibility and interest in this position. Applications will be screened and only the most qualified candidates will be scheduled for an interview.

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252 ~ rjones1@vcgcb.ca.gov

Final Filing Date:
February 14, 2006,
Or Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

Training & development assignments may be considered for most positions

California Relay Service:

Voice line: 1-800-735-2922
TDD User: 1-800-735-2929

040-430-5157/5284-xxx